OAPIA Community Grant Pre-Bidder's Meeting
August 10, 2007
Questions and Answers

1. Do applicants need to write two separate proposals if they are applying for two different funding areas?

   Yes. For instance, if you applying for the funding areas of housing and public safety, you must submit one proposal for the service/program you propose for housing and one for public safety.

2. Do applicants need to write two separate proposals if their proposed service/program incorporates two different funding areas?

   No. For instance, if your proposed service/program (e.g., "Legal Access for Medicaid Recipients") happens to involve two funding areas (e.g. health and legal services), you do not have to submit two separate proposals.

3. If preference is for organizations that "has an operational budget of $800,000 or less per year," does it mean organizations with over $800,000 cannot apply?

   No. It is a preference. Organizations that have an operating budget over $800,000 can still apply. National organizations, who have a branch in the District, can use their branch operational budget when applying.

   Please note: Through its work with community-based organization (CBOs) over the years, OAPIA knows that many CBOs, who provide quality, vital services, have little or no capacity to effectively apply for funding (e.g. they don't have a development staff). Therefore, we have create preference for organizations with budgets of $800,000 or less and have limited access to other resources. OAPIA's community grant is set up to fund organizations because of the quality of their service and programs.

4. Does it give an unfair advantage to national organizations who have capacity to write grants to apply?

   OAPIA's community grant funding comes from District taxpayers. Our emphasis is keeping local money to local service providers.

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5. How does OAPIA keep the integrity of its review process?

   OAPIA's review panel is composed of **independent** reviewers who have expertise in the funding areas and other related programmatic and evaluation areas. Every reviewer must sign a conflict of interest document stating that they do not have an interest in the applicants they are reviewing. If one of the review does have a conflict, s/he recluses him/herself and does not review the proposal. Furthermore, proposals sent to reviewers do not have the applying organization's name. It is blanked out.

6. In the RFA (page 7, F. Appendices, first bullet), does the applicant must submit all three financial documents (i.e., Audited financial statements and/or most recent 990 and/or cash flow statements for 2005 and year-to-date)?

   No. Applicants should submit one of the three financial documents.

   6a. Do organizations have to submit cash flow statements for 2005 and year-to-date?

   No. Organizations can submit only the year-to-date cash flow statement. OAPIA realizes that some applicants maybe start-up organizations so they may only have year-to-date cash flow statements.

7. Will there be a grant for all 7 funding areas? Does OAPIA want to fund all 7 funding areas?

   OAPIA would prefer to grant funds for all 7 funding areas. However, if there are no quality proposals for a specific funding area, OAPIA will fund other quality proposals under other funding areas. **Please note:** OAPIA may receive only one proposal for a specific funding area that does not ensure that the proposal will be funded. If the proposal is not recommended through the review process, it will not be funded regardless if it's the only proposal under the specific funding area.

FAQs from Pre-bidder's Meeting FY'07
(Please note: some information has change to fit FY'08's RFA information)

1. Can we submit an application if we do not attend the Bidders Conference?

   Yes, an agency can submit an application.

2. Can an agency or organization submit more than one application?

   Yes, an agency may submit more than one (1) application. Each application must meet each of the requirements described in the Request for Application.

3. How will an agency's multiple applications be reviewed?

   Each application will be reviewed separately and scored independent of the other application.

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4. What "supplantation" of funds?

   This term means that grant funds will be used to replace another source of grant funds. For example, an agency receives a grant from DC Department of Health to provide interpreter services in a well baby clinic. The agency is awarded an OAPIA grant and uses those funds for the interpreter services. This is not allowed.

5. What kind of financial documents are required?

   The RFA requires the applicant to submit audited financial statements, or most recent 990 or cash flow statements for 2005 and year-to-date. OAPIA is required to demonstrate that community-based organizations are financially stable to receive awards.

6. What happens to the application if we write more than 25 pages double-spaced?

   The reviewers will only review and score the first 25 pages.

7. Will my agency's application be accepted if we miss the submission deadline?

   The deadline for submission is 12:00 pm on August 27, 2007. The agency is expected to submit its application in accordance with the RFA requirements and timeline.

8. What evidence is required to show that a majority (more than 60%) of the clients are Asians and/or Pacific Islanders?

   The OAPIA grant awards are targeted for the Asian and Pacific Islander residents and/or merchants of the District of Columbia. Your program application should focus on and demonstrate that it will serve the targeted population.

9. If two applications are submitted by the nonprofit, is the $50,000 criteria limitation applicable to the nonprofit or does the $50,000 limitation apply to each grant?

   The $50,000 limitation applies to each grant.

10. Is the expansion of an existing program in conflict with the supplantation clause?

    An expansion program should not be in conflict with the supplantation clause. The applicant must clearly describe how the new funds would be allocated to the expansion, how it will be monitored and tracked and describe the source of the original funds.

11. If the operational budget is over 800,000, will the grant application be considered?

    Yes, the grant application submitted by a nonprofit with an operational budget over $800,000 will be considered. "Preference will be given to agencies/organizations with limited access to other grant sources and/or operational budgets of $800,000 per year or less."

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12. What evidence is required to show that a majority (more than 60%) of the clients are Asians and/or Pacific Islanders?

The OAPIA recognizes that agencies and/or organizations may be unable to demonstrate that the majority (60% or more) are Asian and Pacific Islander District residents and/or merchants. The application should describe and demonstrate that it will serve the District resident and/or merchant targeted population.

13. Can a group of individuals submit an application?

The Review Panel and OAPIA will not review applications that do not meet the eligibility criteria. Applicants will be notified in writing that the application did not meet the eligibility criteria. Note: Each applicant must demonstrate that they are a legally formed entity, operating within the District of Columbia and federal Internal Revenue Service (IRS) requirements. In addition, the applicant must have the designation of a nonprofit status.

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